

**Enrolled Minutes of the Fifty-second Regular or Special Meeting  
For the Twenty-Seventh Highland Town Council  
Regular Meeting  
Monday, January 13, 2014**

*Study Session.* The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, January 13, 2014 at 6:40 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

*Silent Roll Call:* Councilors Mark Herak, Dan Vassar, Dennis Adams, Konnie Kuiper and Bernie Zemen were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council discussed the agenda of the imminent regular meeting.
2. The Town Council discussed informally issues associated with the county economic income tax, and the need to file a capital improvement plan as a predicate to receive the Town's distribution.
3. The Town Council discussed the status of payments to vendors associated with the police facility financing. It was noted that a meeting with the architect was conducted earlier in the day. Wilson-Estes expressed concerns about the Town's ability to pay according to his schedule, which would involve up to 80% of his contract value all due before the sale of the bonds. It was further noted that there had been regular communications between the clerk-treasurer and Mr. Estes. All invoices were paid in full to his firm. There were two other vendors who were also engaged, one of whom was paid, with the other whose accounts payable voucher was slated for this meeting.
4. The Town Council and the Town Attorney discussed suggested candidates to be appointed to the board of the Building Corporation, which would be necessary to finance the construction of the police building.
5. The Town Council discussed having the Idea Factory, the consulting group currently engaged to produced a monthly newsletter, discuss a possible proposal to refurbish the municipal website.

The study session ended at 7:00 O'clock p.m.

*Regular meeting.* The Twenty Seventh Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, January 13, 2014 at 7:01 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Bernie Zemen, presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Mark A. Herak reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Mark Herak, Dan Vassar, Dennis Adams, Konnie Kuiper and Bernie Zemen. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Rhett L. Tauber, Town Attorney; John M. Bach, Public Works Director; Peter Hojnicky, Metropolitan Police Chief; Kenneth Mika, Building Commissioner;

William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and Cecile Petro, Redevelopment Director were present.

*Also present:* Ed Dabrowski IT Director (Contract); and Randy Bowman, Assistant Inspector for Electrical, were also present.

**Minutes of the Previous Meetings:**

The minutes of the regular (rescheduled) meeting of December 23, 2013 were approved by general consent.

**Special Orders:**

**Annual Election of Executive (HMC 2.05.040 (C))**

1. Election of the **Town Council President** for 2014 pursuant to Section 2.05.040 (A) of the Highland Municipal Code.

Councilor Herak moved to *elect Dan Vassar* as the sixty-third president of the Town Council. Councilor Adams seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Vassar was elected. Councilor Vassar assumed the chair.

2. Election of the **Town Council Vice President** for 2014, pursuant to Section 2.05.040 (B) of the Highland Municipal Code. Councilor Herak moved, seconded by Councilor Adams to elect *Konnie Kuiper* as vice president. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. Councilor Kuiper was elected.

**Communications:**

1. Request from Highland Girl Scout Troop to use Public Works Facility for Cookie Sale and Distribution on Saturday February 8, 2014.

Councilor Herak moved to grant the request of the Highland Girl Scouts to use the Public Works Facility for the Cookie Sale. Councilor Adams seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The request was granted.

**Staff Reports:**

- **Building & Inspection Report for December 2013**

The December report would be filed at a future time.

- **Building & Inspection Report for November 2013**

Permit	Number.	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	7	0	7	\$232,138.00	\$4,181.00
Signs:	6	0	6	\$20,480.00	\$1,750.50
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	131	131	0	\$676,335.00	\$12,073.00
Garages:	2	2	0	\$29,662.00	\$732.00

Sheds:	1	0	1	\$2,500.00	\$276.50
Decks & Porches:	1	1	0	\$1,800.00	\$181.00
Fences	5	5	0	\$20,730.00	\$563.00
Swimming Pools	0	0	0	0	\$0.00
DrainTile/ Waterproofing	1	1	0	\$7,262.00	\$150.00
Misc.	2	2	0		\$230.50
<b>TOTAL:</b>	<b>156</b>	<b>142</b>	<b>14</b>	<b>\$990,907.00</b>	<b>\$20,137.50</b>
Electrical Permits	12	9	3		\$1,050.00
Mechanical Permits	6	5	1		\$477.00
Plumbing Permits	7	5	2		\$715.75
Water Meters	1	1	0		\$230.00
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
<b>TOTAL Plumbing:</b>	<b>8</b>	<b>6</b>	<b>2</b>		<b>\$945.75</b>

**November Code Enforcement:**

Investigations: 162  
Citations: 16

**November Inspections:**

Building: 34      Electrical: 28      Plumbing: 10      HVAC 6  
Electrical Exam: 1

**• Fire Department Report for December 2013**

	Month	2nd half of yr.
General Alarms	15	61
Still Alarms	3	44
Paid still alarms	4	30
<b>Total:</b>	<b>22</b>	

**• Workplace Safety Report for December 2013**

There was one incident. The following incident summary was filed:

Department	Injuries this Month	Year to Date 2013	Total in 2012	Restricted Days 2012	Lost Workdays This Year (2013)	Restricted Days Last Year (2012)	Lost Workdays Last Year (2012)
Parks	0	2	0	0	0	0	0
Fire	1	1	0	0	0	0	0
Police	0	8	10	0	0	0	0
Street	0	4	7	43	0	0	0
Water & Sewer	0	3	4	106	0	2	0
Maint.	0	0	1	0	0	0	0
Other	0	4	0	0	0	0	0
<b>TOTALS</b>	<b>1</b>	<b>22</b>	<b>22</b>	<b>14</b>	<b>0</b>	<b>2</b>	<b>0</b>

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

**Unfinished Business and General Orders:**

1. **Resolution No. 2014-01:** A Resolution of the Fiscal Body Approving and Fixing the Official Charges or Fees for Information and Communication Technology Services Provided by the Municipality to its Executive Departments and Offices and Accounted in the Information and Communication Technology Fund.

Councilor Zemen moved the passage and adoption of Resolution No. 2014-01. Councilor Adams seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN of HIGHLAND  
Town Council Resolution No. 2014-01**

**A RESOLUTION OF THE FISCAL BODY OF THE TOWN OF HIGHLAND APPROVING AND FIXING THE OFFICIAL CHARGES OR FEES FOR INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES PROVIDED BY THE MUNICIPALITY TO ITS EXECUTIVE DEPARTMENTS AND OFFICES AND ACCOUNTED IN THE INFORMATION AND COMMUNICATION TECHNOLOGY FUND**

**WHEREAS**, The Town Council of the Town of Highland serves as both the legislative and fiscal body of the municipality, all pursuant to I.C. 36-1-2-6, I.C. 36-1-1-2-9 and I.C. 36-5-2-2;

**WHEREAS**, IC 36-1-3-2 and IC 36-1-3-6(b)(1) confer upon local units of government the powers that they need for the effective operation of government as to local affairs and prescribe the manner and form of enactment for any such exercise of power;

**WHEREAS**, The Highland Town Council did adopt and establish an Information and Communication Technology Fund, by adoption of Ordinance No. 1323, amending the Highland Municipal Code by adding a new section § 31.08 (now codified as Section 3.45.110), which provides for an internal service fund as an accounting entity to which the resources and costs associated with providing information and communication technology services to the municipality will be accounted; and,

**WHEREAS**, Section 3.45.110 (F) (1) particularly provides that resources or revenue for these services supported by the internal service fund may consist of *“interdepartmental charges, contributions, cost shares or assessments levied against funds or departments of the municipality to support the lawful purposes and budget of the Information and Communication Technology Fund;”*

**WHEREAS**, Section 3.45.110 (F) (1) (a) still further provides that the *“charges and rates shall be developed and recommended by the proper officers of the municipality and fixed and approved by the Town Council”*;

**WHEREAS**, The proper officers of the municipality have developed and now recommend charges and rates for **FY 2014** to support the costs associated with the provision of information and communication technology services to the municipality and its several executive departments and utilities; and,

**WHEREAS**, The Town Council now desires to fix and adopt the charges and rates as recommended,

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the proper officer(s) of the municipality have developed and now recommend the following annual charge for services for the fiscal year **2014** as follows:

(a) For information and communication technology services provided to the several departments reposed in the **Corporation General Fund**, the annual charge is allocated at **25% of costs or \$46,655;**

(b) For information and communication technology services provided to the department reposed in the **Park and Recreation Fund**, the annual charge is allocated at **20% of costs or \$37,324;**

(c) For information and communication technology services provided to the department reposed in the **Redevelopment General Fund**, the annual charge is allocated at **5% of costs or \$9,331;**

(d) For information and communication technology services provided to the Waterworks Utility, the annual charge is allocated at **25% of costs or \$46,655;**

(e) For information and communication technology services provided to the Wastewater/Stormwater Utility, the annual charge is allocated at **25% of costs or \$46,655;**

**Section 2.** That the Town Council hereby finds and determines that the rates and charges as recommended are consistent with IC 36-1-3-8(a)(6), calculated to include reasonable costs associated with those purposes outlined in Section §31.08 (D) of the Highland Municipal Code;

**Section 3.** That the Town Council hereby now fixes and approves the annual rates and charges as set forth herein, and authorizes the municipal fiscal officer to take such lawful measures to charge and collect the fees herein, either as a single lump sum fee or collected periodically until fully collected, and then to deposit these charges into the **Information and Communication Technology Fund**;

**DULY RESOLVED and ADOPTED** this 13<sup>th</sup> Day of January 2014, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Dan Vassar, President

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
**Clerk-Treasurer**

- 2. Resolution No. 2014-02:** A Resolution Of The Town Of Highland Council Approving The Order Of The Highland Plan Commission With Regard To The Resolution Of The Highland Redevelopment Commission Amending the Redevelopment Plan for the Redevelopment Area I, Downtown Highland.

Councilor Zemen moved the passage and adoption of Resolution No. 2014-02. Councilor Adams seconded. Upon a roll call vote, there were four affirmatives and no negatives. With Councilors Zemen, Adams, Kuiper and Vassar voting in the affirmative and Councilor Herak voting in the negative, the motion passed. The Resolution was adopted.

**Town of Highland  
Town Council  
Resolution No. 2014-02**

**A RESOLUTION OF THE TOWN OF HIGHLAND COUNCIL APPROVING THE ORDER OF THE HIGHLAND PLAN COMMISSION WITH REGARD TO THE RESOLUTION OF THE HIGHLAND REDEVELOPMENT COMMISSION AMENDING THE REDEVELOPMENT PLAN FOR THE REDEVELOPMENT AREA I, DOWNTOWN HIGHLAND.**

WHEREAS, The Highland Redevelopment Commission (the "Commission"), the governing body of the Town of Highland Department of Redevelopment (the "Department"), pursuant to IC 36-7-14-1, et seq. (the "Act"), approved and adopted its Resolution No. 2013-21; and

WHEREAS, The Department, pursuant to the Act, has conducted surveys and investigations and has thoroughly studied the areas within the Town of Highland, Indiana (the "Town") proposed to be designated as an Redevelopment Project District within the meaning of the Act; and

WHEREAS, The Highland Plan Commission of Highland, Indiana (the "Plan Commission") is the duly designated and acting official planning body and is charged with the duty of developing a general plan for the development of the Town of Highland, Indiana (the "Town"); and

WHEREAS, The Plan Commission, on December 18, 2013 issued its written order approving the Declaratory Resolution No. 2013-21 and the Redevelopment Plan as Amended for the *Highland Downtown Redevelopment Area*, and certifying that the Declaratory Resolution and the Redevelopment Plan as amended conform to the plan of development for the Town of Highland; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Town Council of the Town of Highland, as follows:

**Section 1.** That the approving Order No. 2013-03 of the Highland Plan Commission, attached hereto as a certification to Redevelopment Commission Resolution No. 2013-21 and made a part hereof, is in all respects approved, ratified and confirmed;

**Section 2.** That this Resolution shall be in full force and effect from and after its adoption by the Town Council and signing by the President thereof, as attested thereto by the Town Clerk-Treasurer.

DULY RESOLVED and ADOPTED this 13<sup>th</sup> Day of January 2014 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 1 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Dan Vassar, President (IC 36-5-2-10)

**Attest:**

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

**LEGAL DESCRIPTION OF HIGHLAND REDEVELOPMENT AREA**

COMMENCING at the intersection of Lincoln Avenue and the alley West of Kennedy Avenue; THENCE: East along Lincoln Avenue to the intersection of Lincoln Avenue and Fifth Street;

THENCE: North along Fifth Street to the intersection of the alley North of Highway Avenue and Fifth Street;

THENCE: West along the alley North of Highway Avenue to the intersection of the alley North of Highway Avenue and the alley East of Kennedy Avenue;

THENCE: North along the alley East of Kennedy Avenue to the intersection of the alley East of Kennedy Avenue and the centerline of LaPorte Avenue;

THENCE: West along the centerline of LaPorte Avenue to the intersection of the centerline of LaPorte Avenue and the centerline of Kennedy Avenue;

THENCE: North along the centerline of Kennedy Avenue 150 feet;

THENCE: East along the North line of the NIPSCO Right-of-Way to the intersection of the North line of the NIPSCO Right-of-Way and the alley East of Kennedy Avenue;

THENCE: North along the alley East of Kennedy Avenue to the intersection of the alley East of Kennedy Avenue and the South Right-of-Way line of Duluth Avenue;

THENCE: East along the South Right-of-Way line of Duluth Avenue to the intersection of the South Right-of-Way line of Duluth Avenue to the alley that is East of Kennedy Avenue and West of West Fourth Place;

THENCE: North 714 feet, more or less, along the alley East of Kennedy Avenue and West of West Fourth Place to Eighty First Street, if extended;

THENCE: East along Eighty First Street, if extended, to Fifth Street;

THENCE: North 983 feet more or less, to the Southern boundary of the Little Calumet River;

THENCE: West along the Southern boundary of the Little Calumet River to the intersection of the Southern boundary of the Little Calumet River and the alley West of Kennedy Avenue;

THENCE: South along the alley West of Kennedy Avenue to the intersection of the alley West of Kennedy Avenue and the North side of LaPorte Avenue;

THENCE: West along the North side of LaPorte Avenue, if extended, to the intersection of the North side of LaPorte Avenue and the east lot line of a property owned by Pennsylvania New York Central Transportation Company (key number 42-07-21-505-001.000-026);

THENCE: South along said east lot line of a property owned by Pennsylvania New York Central Transportation Company (key number 42-07-21-505-001.000-026) to its intersection with the south Right-of-Way line of LaPorte Avenue, if extended;

THENCE: West along the south lot line of said property owned by Pennsylvania New York Central Transportation Company (key number 42-07-21-505-001.000-026) and extending further west to the northwest corner lot line of a parcel and Right-of-Way owned by Northern Indiana Public Service Company ("NIPSCO") (Key number 42-07-21-302-001.000-026);

THENCE: Southwest along the NIPSCO Right-of-Way to the intersection of the NIPSCO Right-of-Way to the West side of Osborn Avenue;

THENCE: South along the West side of Osborn Avenue to the intersection of the West side of Osborn Avenue and the South side of Ridge Road;

THENCE: East along the South side of Ridge Road to the intersection of the South side of Ridge Road to the alley West of

Kennedy Avenue;

THENCE: South along the alley West of Kennedy Avenue to the point of beginning at the intersection of the alley west of Kennedy Avenue and Lincoln Avenue.

### MAP OF HIGHLAND REDEVELOPMENT AREA



REAL ESTATE TO BE ADDED TO ACQUISITION LIST

Address	Parcel Number
8047 Kennedy (Public Works Garage)	45-07-16-451-001.000-026
8071 Rear Kennedy (Park Land)	45-07-16-451-002.000-026
7944 Kennedy	45-07-16-381-016.000-026
7950 Kennedy	45-07-16-381-017.000-026
	45-07-16-381-018.000-026
8000 Kennedy	45-07-16-381-019.000-026
8008-8016 Kennedy	45-07-16-381-020.000-026
8020 Kennedy	45-07-16-381-021.000-026
8032 Kennedy	45-07-16-381-022.000-026
8046 Kennedy	45-07-16-381-023.000-026
8608 Kennedy	45-07-21-327-017.000-026
8610 Kennedy	45-07-21-327-018.000-026
8612 Kennedy	45-07-21-327-019.000-026
8620 Kennedy	45-07-21-327-021.000-026
2917 Highway	45-07-21-408-013.000-026
2733 Condit	45-07-21-327-015.000-026
2717 Condit	45-07-21-327-013.000-026
2712 Condit	45-07-21-327-011.000-026
2736 Condit	45-07-21-330-005.000-026
2720 Condit	45-07-21-330-004.000-026
2716 Condit	45-07-21-330-003.000-026
2712-2716 Condit	45-07-21-330-002.000-026

3. **Proposed Ordinance No. 1550:** An Ordinance to Amend Title Three of the Highland Municipal Code, in order to Establish the *Public Safety Income Tax Fund* and the *Economic Development Income Tax Fund*, all Pursuant to IC 6-3.5 et seq., and IC 36-1-3 et seq.

Councilor Herak introduced and filed Ordinance No. 1550. There was no further action.

4. Action to approve overtime payments for Exempt Salaried Personnel, pursuant to Section 3 of Ordinance No. 1511 the Wage and Salary Ordinance, as amended and Section §4.03.01 of the Compensation and Benefits Ordinance. This waives the provisions of Section § 2.01 of the Compensation and Benefits Ordinance.
  - 4.1 *The Metropolitan Police Chief requests favorable action for R. Potesta, who is an exempt salaried employee, and investigations division commander, in the amount of \$200 for work associated with Highland Grove Mall Special Security for December 2013.*

Councilor Kuiper moved to authorize and approve the overtime payments as indicated for the salaried exempt supervisory personnel. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The overtime pay was approved.

Councilor Kuiper expressed his desire that the policy requiring Town Council approval for overtime to be paid to exempt salaried supervisors be modified to permit this to be authorized without Town Council approval.

5. Action to approve compensatory time off for Exempt Salaried Personnel, pursuant to Section §4.03.01 of the Compensation and Benefits Ordinance. This waives the provisions of Section § 2.01 of the Compensation and Benefits Ordinance.  
*The Clerk-Treasurer makes the request that Kathryn Minchuk, Deputy Clerk-Treasurer, be authorized to use up to 40 hours of compensatory time for paid time off, from a total of 98.5 hours logged (accrued and recorded as real hours no premium from work performed in 2013) as paid time off. Previously approved for 2013: 0 hours.*

Councilor Kuiper moved to approve the compensatory time as paid time off for the exempt salaried personnel. Councilor Adams seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The use of up to 40 hours as paid time off was authorized.

6. **Enactment No. 2014-03:** An Enactment to Approve Regular Wage and Salary Payments for Municipal Workers for the Date of January 6 2014 due to a Closing of the Administrative Offices, in consequence of the Intemperate Weather.

Councilor Kuiper introduced Enactment No. 2014-03 and moved its consideration at the same meeting of introduction. Councilor Adams seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The Enactment could be considered at the same meeting of its introduction.

Councilor Kuiper moved the adoption at the same meeting of introduction of Enactment No. 2014-03. Councilor Adams seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The Enactment was adopted at the same meeting of its introduction.

**Town of Highland**  
**ENACTMENT NO. 2014-03**

**AN ENACTMENT TO APPROVE REGULAR WAGE AND SALARY PAYMENTS FOR MUNICIPAL WORKERS FOR THE DATE OF JANUARY 6 2014 DUE TO A CLOSING OF THE ADMINISTRATIVE OFFICES, IN CONSEQUENCE OF THE INTEMPERATE WEATHER.**

**WHEREAS,** The Town Council is the fiscal and legislative body of the Town of Highland, pursuant to IC 36-5 et sequitur;

**WHEREAS,** Pursuant to IC 36-1-24(3), the Town Council is also the Works Board for the Town of Highland and governs the hours and other matters related to the hours of operation for the Municipal Building;

**WHEREAS,** IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

**WHEREAS,** IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

**WHEREAS,** IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

**WHEREAS,** IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

**WHEREAS,** The Town Council has been advised that on Monday, January 6, 2014, owing to the intemperate weather and heavy snowfalls, the administrative offices for the Town of Highland and its executive departments were closed, and workers who were not required for public safety or roadway upkeep, were directed to stay at home;

**WHEREAS,** The Town Council has been further advised that the proper officers did confer with the Town Council and it is the desire and expectation of the Town Council that closer would be treated as paid time off for those who were instructed to stay home and not report;

Whereas, The Town Council now desires to take the proper steps to authorize and approve the foregoing;

NOW, THEREFORE, BE IT HEREBY ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Town Council makes the following findings and determinations, pursuant to its authority under IC 36-1-4-16 to ratify the actions of officers *post hoc*, as well as the authority described in the preamble to this enactment:

(A) That on Monday, January 6, 2014, owing to the intemperate weather and heavy snowfalls, the administrative offices for the Town of Highland including all of its executive departments were closed, and workers who were not required for public safety or roadway upkeep, were directed to stay at home;

(B) That the proper officers did confer with the Town Council and it is the desire and expectation of the Town Council that closer would be treated as paid time off for those who were instructed to stay home and not report;

(C) That the amount of paid time off involves only those full-time workers, who were instructed to stay home and not report;

(E) That the need for a swift determination and finding is presented in that this pay if approved is included in the pay period that will end this Saturday, January 18, 2014 scheduled to be paid in a general pay day on Friday, January 24<sup>th</sup> 2014;

**Section 2.** That based upon the forgoing, the Town Council does hereby authorize and approve the closing of the administrative offices of the Town of Highland including its executive departments along with the scheduled pay for what would be the regular scheduled time for workers who were not required for public safety or roadway upkeep, and were directed to stay at home; not in excess of eight hours of pay per worker affected;

**Section 3.** That the adoption of this enactment shall in no way be construed as creating an entitlement for any other workers in any other department who were not instructed to stay home and not report but remained at work on the subject date of this enactment;

**Section 4.** That this an additional adopted version of this enactment shall be transmitted to and filed with the Clerk-Treasurer as a supporting document for the payroll to be paid on Friday, January 24<sup>th</sup> 2014; covering the pay period beginning Sunday, January 5, 2014 and ending Saturday, January 18, 2014.

Introduced and Filed on the 13<sup>th</sup> day of January 2014. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and a vote of 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 13th day of January 2014, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

Dan Vassar, President (IC 36-5-2-10)

**Attest:**

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

**Comments from the Town Council Members**  
(For the Good of the Order)

- **Councilor Bernie Zemen:** *Chamber of Commerce Liaison • Liaison to the Board of Waterworks Directors.*

Councilor Zemen expressed appreciation to the public workforce for its work during the recent heavy snows and blizzard-like conditions.

Councilor Zemen also commended his radio program broadcast on local radio station WJOB 1230 AM on Tuesday at 8:30 a.m.

- **Councilor Mark Herak:** *Park and Recreation Board Liaison • Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Park and Recreation Board.*

Councilor Herak congratulated the Town Council President on his election.

Councilor Herak congratulated Councilor Zemen for his newest grandchild named Penny

Councilor Herak recognized the Parks and Recreation Superintendent who provided a cursory survey of park programs conducted the prior year. He also reported on the Special Recreation Initiative that would be conducting an event at the Lincoln Community Center. These programs were a cooperative initiative of several parks and recreation departments to extend services to special needs persons.

Councilor Herak acknowledged the Public Works Director who reported on the activities of the Sanitary District, and related projects.

- **Councilor Dennis Adams:**

Councilor Adams commended Councilor Vassar on his election as Town Council President.

Councilor Adams commended the employees for their work during the recent severe winter weather and blizzard-like conditions.

Councilor Adams also expressed concern over the number of vehicles that do not observe the Snow Route Ordinance that requires cars to be removed from the major snow routes.

With leave from the Town Council, the Building Commissioner noted that there was a special emphasis by his department and the metropolitan police department to ticket cars that were parked in violation of the Snow Route rules.

- **Councilor Konnie Kuiper:** • *Fire Department, Liaison* • *Town Board of Metropolitan Police Commissioners Liaison* • *Chamber of Commerce Liaison.*

Councilor Kuiper thanked the Public Works Director for the work clearing streets during the snowstorm.

Councilor Kuiper acknowledged the Fire Chief who offered a brief report of Fire Department activities during New Year's Eve and during a recent home kitchen fire.

With leave from the Town Council, the Clerk-Treasurer inquired about a fallen awning associated with the Missions for Bible Store located on Highway Avenue.

- **Council President Dan Vassar:** • *Municipal Executive* • *Chairman of the Board of Trustees of the Police Pension Fund (1925 Law)* • *Redevelopment Commission Liaison.*

The Council President thanked the members for his election.

Councilor Vassar recognized the Redevelopment Director who offered a cursory overview of on-going redevelopment activities, and noted that the Council would soon be receiving the reports regarding the compliance by the several properties granted Tax abatement. It was noted that this is an annual matter.

Council President Vassar recognized the IT Contract Consultant who commented on a weather related incident that affected the SCADA monitoring the water station.

Council President Vassar inquired of the Building Commissioner regarding the status of the Unsafe Building enforcement for the site of the former Chela's on 45<sup>th</sup> Avenue. It was noted that bids for demolition would be received on January 23, 2014.

**Comments from Visitors or Residents:**

1. Rick Volbrecht, 9221 Parkway Avenue, Highland, expressed a concern whether the listed business address in the adopted agreement between the Town of Highland and the Idea Factory, was correct, as he noted that at the site there was no structure.

Mr. Volbrecht also suggested caution in some of the criticism of the parked cars and the Snow Route enforcement issue, based upon the volume of the snow.

Mr. Volbrecht also noted that there were some building enforcement actions on the property at 2743 40th Street, Highland. Mr. Volbrecht inquired about the status of those actions and the amount of fines finally imposed.

The Building Commissioner met with Mr. Volbrecht regarding this inquiry.

**Payment of Accounts Payable Vouchers.** There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period December 24, 2013 through January 13, 2014. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for vendors were allowed and the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$686,958.18; Motor Vehicle Highway and Street (MVH) Fund, \$84,138.79; Law Enforcement Training and Supply Fund, \$3,243.92; Corporate Bond and Interest Fund (EXEMPT), \$5,000.00; FSA Agency Fund, \$1,129.38; Insurance Premium Fund, \$373,232.14; Information and Communications Technology Fund, \$5,783.21; Solid Waste District Grant Fund, \$102,857.95; Special Events Non Reverting Fund, \$50.00; Police Pension Fund, \$62,380.15; Municipal Cumulative Capital Development Fund, \$2,395.55; Traffic Violations and Law Enforcement Agency Fund, \$3,717.50; Gaming Revenue Sharing Fund, \$308.02; Total: \$1,331,206.79.**

**Adjournment.** Councilor Zemen moved that the plenary meeting be adjourned. Councilor Adams seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, January 13, 2014 was adjourned 7:48 O'clock p.m. No study session followed the plenary meeting.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer